

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0060-2020-0004**

## Request for Records Disposition Authority

Records Schedule Number DAA-0060-2020-0004

Schedule Status Returned Without Action

Agency or Establishment Department of Justice

Record Group / Scheduling Group General Records of the Department of Justice

Records Schedule applies to Major Subdivision

Major Subdivision DOJ-wide

Schedule Subject Public Facing Websites and Social Media

Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	4

GAO Approval

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## Outline of Records Schedule Items for DAA-0060-2020-0004

Sequence Number	
1	Public-Facing Websites Content Records
1.1	Public-Facing Websites Content Records Disposition Authority Number: DAA-0060-2020-0004-0001
2	Public Facing Social Media Site Content
2.1	Hosted on DOJ Servers
2.1.1	Blogs (Web Logs) Disposition Authority Number: DAA-0060-2020-0004-0002
2.2	Social Networking Sites/Platforms hosted on public servers (not DOJ)
2.2.1	Unique Content Disposition Authority Number: DAA-0060-2020-0004-0003
2.2.2	Posting Log Disposition Authority Number: DAA-0060-2020-0004-0004

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## Records Schedule Items

Sequence Number	
1	<p><b>Public-Facing Websites Content Records</b></p> <p>The Department of Justice (DOJ) public websites include justice.gov, usdoj.gov, DEA.gov, FBI.gov, OJP.gov, ATF.gov, BOP.gov, and usmashals.gov as well as related public facing websites controlled by some component of DOJ. These websites serve as the primary tools for DOJ, its bureaus, and its components to inform the public of their mission and activities. The websites also act as a gateway to a wide variety of information created by DOJ and its component organizations. The DOJ Office of the Chief Information Officer (OCIO) and bureau CIOs develop, maintain, and administer the sites. The Office of Public Affairs and DOJ component organizations and Bureaus authorize the posting of information on public-facing websites.</p>
1.1	<p><b>Public-Facing Websites Content Records</b></p> <p>Disposition Authority Number      DAA-0060-2020-0004-0001</p> <p>The Department, its bureaus, and components use public-facing websites to disseminate such information as annual reports, testimony, speeches, and press releases; briefs in major cases; consent decrees; business review letters; memoranda; fugitive lists; law enforcement information on recent cases; policies; and research and statistical reports. Content is published on websites in a variety of formats including html-encoded pages, PDFs, word processing documents, and templates. Websites are secondary locations for published content. The component, office, board, division, or bureau that originated the content maintains the original record separately and in accordance with approved records retention schedules. Web management records are retained in accordance with GRS 3.1 item 020 Information Technology and Maintenance Records.</p> <p>Final Disposition      Temporary</p> <p>Item Status      Withdrawn</p> <p>Is this item media neutral?      No</p> <p>Explanation of limitation      These records are only created electronically so it does not make sense to make the schedule media-neutral when paper website content cannot be maintained in paper.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?      No</p>

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	GRS or Superseded Authority Citation	N1-060-06-005 N1-065-04-006 N1-170-03-004 N1-129-07-014 N1-436-08-009
	Disposition Instruction	
	Cutoff Instruction	When records are superseded, obsolete, no longer needed for agency business, or when removed from website, whichever is later.
	Retention Period	Destroy immediately after cutoff
	Additional Information	
	GAO Approval	Not Required
2	<b>Public Facing Social Media Site Content</b> Social Media is technology that facilitates that sharing of ideas, thoughts, and information through the building of virtual networks and communities via websites and computer programs. Examples include web publishing, social networking, and media sharing. This schedule applies to social media applications used to communicate with the public. It applies to all public facing applications used by the Department of Justice. It does not apply to social media applications that support internal communications among Department of Justice staff and contractors.	
2.1	<b>Hosted on DOJ Servers</b>	
2.1.1	<b>Blogs (Web Logs)</b>	
	Disposition Authority Number	DAA-0060-2020-0004-0002
	These blogs are part of any DOJ or bureau public-facing .gov website where content is posted by staff for public consumption. They are intended to communicate with the public about the work of the Department of Justice using plain language and multimedia assets like pictures, videos, and audio clips. The blogs may also link to other websites within and outside the Department of Justice. Each blog posting of a particular subject consists of a title, body, author, and a post date.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	No
	Explanation of limitation	Records are created and maintained electronically. There are no analog records associated with the series.
	Do any of the records covered by this item currently exist in	Yes

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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data?

No

GRS or Superseded Authority Citation

N1-060-10-002/1

## Disposition Instruction

Cutoff Instruction

At end of Presidential Administration.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 1 year(s) after cutoff

## Additional Information

First year of records accumulation

2017

What will be the date span of the initial transfer of records to the National Archives?

Unknown

The date span of the records will depend on the length of the presidential administration. They will either be in four or eight year bloc

How frequently will your agency transfer these records to the National Archives?

Unknown

They will either be in four or eight year blocks. This series already exists with the same retention and the records from the Obama administration were sent to the National Archives n 2018.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	250 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2.2

Social Networking Sites/Platforms hosted on public servers (not DOJ)  
The Department of Justice uses a number of different Social Media applications to communicate with the public. Content is published on these sites in a variety of formats including audio and video recordings, images, and PDFs, and is NOT managed by DOJ. Social Media sites are secondary locations for published content. The component, office, board, division, or bureau that originated the

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2.2.1

content maintains the record copy separately and in accordance with approved records retention schedules. These items refer to content and logs as prepared for posting to third party sites.

## Unique Content

Disposition Authority Number DAA-0060-2020-0004-0003

Original content created for the purpose of posting to a Social Media site that does not fall under an existing retention schedule. Postings referring readers material already existing on DOJ or other websites (pointers) are covered under GRS 6.4 item 020 Public Correspondence and Communications Not Requiring Formal Action.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation Records are created and maintained electronically.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation DAA-0060-2013-0002-0001

## Disposition Instruction

Cutoff Instruction At the end of the calendar year.

Retention Period Destroy 4 year(s) after cutoff

## Additional Information

GAO Approval Not Required

2.2.2

## Posting Log

Disposition Authority Number DAA-0060-2020-0004-0004

A log that describes material posted, including a description of the content, links, author, date uploaded, and date removed.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation Records are created and maintained electronically

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Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?

No

GRS or Superseded Authority  
Citation

DAA-0060-2013-0002-0002

## Disposition Instruction

Cutoff Instruction

At the end of the calendar year.

Retention Period

Destroy 4 year(s) after cutoff

## Additional Information

GAO Approval

Not Required

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## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
06/01/2020	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
09/07/2022	Return Without Action	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1

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